



BIOMEDICAL SCIENCE FOR THE BENEFIT OF SOCIETY

## **“EU-LIFE Communications officer”** *Centre for Genomic Regulation (CRG)*

### **The Institute**

The Centre for Genomic Regulation (CRG) is an international biomedical research institute of excellence, based in Barcelona, Spain, with more than 400 scientists from 44 countries. The CRG is composed by an interdisciplinary, motivated and creative scientific team which is supported both by a flexible and efficient administration and by high-end and innovative technologies.

In November 2013, the Centre for Genomic Regulation (CRG) received the '[HR Excellence in Research](#)' Award from the European Commission. This is a recognition of the Institute's commitment to developing an HR Strategy for Researchers, designed to bring the practices and procedures in line with the principles of the [European Charter for Researchers](#) and the [Code of Conduct for the Recruitment of Researchers](#) (Charter and Code).

[Please, check out our Recruitment Policy](#)

### **The EU-LIFE alliance**

EU-LIFE is an alliance of independent European research institutes in the life-sciences ([www.eu-life.eu](http://www.eu-life.eu)). Partners in EU-LIFE are renowned institutes that operate with similar principles of scientific and operational excellence, independence, competitiveness, inclusiveness, and internationality. The alliance spans geographically across Europe and represents a wide variety of the different European research contexts. EU-LIFE contributes to the improvement of research by influencing European science policies and by developing, implementing and disseminating best practices in the organization and management of research institutes.

Officially launched in 2013, the main goals of EU-LIFE are:

- To be a voice for independent research institutes influencing European policy and to strongly advocate the key role of excellent research for the benefit of society.
- To create an environment that stimulates excellence in research through sharing good practices and expertise in research organization and management (including quality evaluation, infrastructure, personnel management, training and career development).
- To inspire institutions to support ethically responsible research and innovation, open science and knowledge transfer to society.

Representing a scientific community of over 8000 researchers and staff, the coordination and implementation of the activities of the network are carried out by the EU-LIFE office located in Barcelona and hosted at the Centre for Genomic Regulation.

### **The role**

The EU-LIFE Communications Officer will work under the supervision of the EU-LIFE Coordinator and will be responsible for implementing several tasks in EU-LIFE, ensuring a strong visibility of EU-LIFE activities towards stakeholders and organizations from science, innovation and policy fields across Europe as well as internally within the alliance members. The main tasks of the EU-LIFE Communications Officer are:

- Implementing the EU-LIFE Communication plan according to the EU-LIFE strategy
- Managing EU-LIFE social media and website
- Writing and/or producing online and offline content for EU-LIFE communication tools
- Editing and/or producing multimedia contents





- Supporting interaction with media and external stakeholders including curating contacts and disseminating external EU-LIFE initiatives, media contacts.
- Promoting internal communication within the EU-LIFE alliance
- Interacting with science communication officers of the 15 EU-LIFE members
- Besides the focus on communication, the communication officer is also expected to contribute to EU-LIFE office general tasks such as, for example, support on events.

### About the team

The EU-LIFE office is responsible for the implementation of EU-LIFE strategy and it is currently composed of the EU-LIFE Coordinator, an EU-LIFE project and policy officer, the communications officer and administrative support. The office is hosted at the EU-LIFE member CRG in Barcelona, Spain. On its daily tasks, office staff interacts closely with the over 180 members of the EU-LIFE working groups of the 15 EU-LIFE member institutes as well as a broad network of stakeholders and organizations from the science, innovation and policy fields across Europe. For further information: [www.eu-life.eu](http://www.eu-life.eu)

### Whom would we like to hire?

#### Professional experience

Experience in any of the following topics are not mandatory but will be positively valued:

- Institutional communication
- Science communication
- Life sciences and/or working in a research organization

#### Education and training

- You hold a university, post-graduation or Master degree in communication, journalism, science communication or any other relevant area. Candidates with comparable knowledge, skills and abilities obtained through other forms of education are also invited to apply

#### Languages

- You have a high level of proficiency in written and spoken English

#### Technical skills

- You have experience with Office suite tools; web content management systems (CMS) and graphics software will be positively valued
- You have experience in using different social media channels

#### Competences

- You have excellent writing, communication and presentation skills
- You are a good team player
- You have the ability to work with tight deadlines
- You are well-organized, proactive and flexible
- You have a problem-solving attitude

If you feel you meet most of our criteria, we would like to invite you to apply.





## The Offer – Working Conditions

- **Contract duration:** 1-year part time (20hours/week) with option to extend the appointment upon positive evaluation
- **Estimated annual gross salary:** Salary is commensurate with qualifications and consistent with our pay scales.
- **Target start date:** As soon as possible

The EU-LIFE office is embedded within the CRG, which is a highly stimulating environment with state-of-the-art infrastructures, and unique professional career development opportunities. To check out our training and development portfolio, please visit our website in the [training section](#).

We offer and **promote a diverse and inclusive environment** and welcomes applicants regardless of age, disability, gender, nationality, ethnicity, religion, sexual orientation or gender identity.

The **CRG is committed to reconcile a work and family life** of its employees and are offering extended vacation period and the possibility to benefit from flexible working hours.

## Application Procedure

All applications must include:

1. A motivation letter addressed to Dr. Marta Agostinho.
2. A complete CV including contact details.
3. Contact details of two referees.

All applications must be addressed to Dr. Marta Agostinho and be submitted online on the CRG Career site - <http://www.crg.eu/en/content/careers/job-opportunities>

## Selection Process

- **Pre-selection:** The pre-selection process will be based on qualifications and expertise reflected on the candidates CVS. It will be merit-based.
- **Interview:** Preselected candidates will be interviewed by the EU-LIFE Coordinator and a selection panel in May 2021.
- **Offer Letter:** Once the successful candidate is identified the Human Resources department will send a Job Offer, specifying the start day, salary, working conditions, among other important details.

**Deadline:** Please submit your application by 30<sup>th</sup> of April 2021.

**Suggestions:** The CRG believes in **ongoing improvement** and promotes a **culture of feedback**. This is one of the reasons we have in place, at your disposal as a candidate, a mechanism to gather your suggestions/complaints concerning your candidate experience in our recruitment processes. Your feedback really matters to us in our aim at creating a **positive candidate journey**. You can make a difference and help us improve by letting us know your suggestions through the [following form](#).



HR EXCELLENCE IN RESEARCH

C/ Dr. Aiguader, 88  
08003 Barcelona  
Tel. +34 93 316 01 00  
Fax +34 93 316 00 99  
[www.crg.es](http://www.crg.es)

